

Minutes

Administrative Management Advisory Group

14 January 1980

Present: Margaret S. OP Chairperson
Jack F. OC
~~Elizabeth J. OMS~~
Joseph C. OMS
~~Bill M. OF~~
Nadine F. OF
Larry P. OTR
~~Don W. OL~~
Edith C. OL
Helen R. ODP
[REDACTED] MG Recorder

25X1A

1. The meeting was called to order at 1505. New members Nadine F., OF; Joseph C., OMS; Edith C., OL were introduced as replacements for Bill W., Elizabeth J. and Don W. whose terms expired in January 1980. As a result of the transfer of the Office of Personnel out of the Directorate for Administration, there is no representative from OP to replace Margaret S. whose term also expired in January 1980.

1. Improvements to the HQS. Cafeteria Service

Margaret S. distributed a memorandum from the GSI cafeteria manager in response to our letter suggesting improvements to the service in the Headquarters Cafeteria. The manager addressed each item we had offered and indicated he would take care of the suggestions in the very near future. This closes this item.

2. Benefits and Services

Larry P. advised that a brochure is being prepared which will explain benefits and services available for new employees.

3. METRO Service

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[REDACTED] suggested that publicizing the availability of public transportation in the Agency might be a useful energy conservation measure. Specifically, he suggested that a map showing METRO subway and bus routes be set up by OP near the current carpool location on IJ corridor. This display might be particularly useful before the advent of pay parking at Headquarters Building in October 1980.

4. FLEXITIME (Compressed Time)

A general discussion was held on the merits of flexitime and compressed time as an energy conservation measure and the current experiences of various offices ^{which} were trying it out. It was pointed out that while flexitime/compressed time had a potential for energy conservation by reducing employee traveling, there were also problems associated with it. Some offices are required to provide services on a five day basis and are therefore limited in being able to adopt compressed time. Problems of coordination were noted when individuals you needed to contact were not on duty, thereby causing delays in completing actions. Variations in working hours among officers could also make it more difficult to maintain carpools. It was agreed to examine this subject at a later meeting as more experience is developed by officers using flexitime/compressed time.

*Task base on
Par C.D. 165 might
help others informed
of your findings.*

5. Election of New Officers

As a result of the departure of members whose terms had expired, an election of new officers was held. Jack F. and Larry P. withdrew themselves from consideration due to being located away from the Headquarters Building. Following nominations, [REDACTED] was elected chairman and Helen R. was elected recording secretary.

6. Welcome to new members

Following the election of new officers, the new members were once again welcomed. They were given a brief description of the matters addressed by the ADMAG during the past six months. It was noted that with the addition of new members several different locations of the Agency are currently represented; and it is anticipated that ADMAG will now have a broader scope.

7. Parking and Food at Chamber of Commerce

Edith C. of Logistics voiced problems with parking and food at Chamber of Commerce that she and others have experienced recently. Often the student parking lot is full by eight o'clock leaving no place to park one's car. Use of the shuttle is difficult since it only runs on the hour from Headquarters and does not carry many people. She also mentioned the shortage of eating places in the area. It was decided that a further discussion will be held on this matter at the next meeting.

8. Future meetings

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The time and date of future meetings will continue to be the third Monday of the month at 1500 unless that happens to be a holiday. When the third Monday falls on a holiday, the meeting will be held on the second Monday.

February's meeting will be held on February 11. The DDA will be present for part of the meeting.

A handwritten signature in cursive script, appearing to read "Helen R.", is centered on the page.

Helen R.
Recording Secretary

AGENDA

Administrative Management Advisory Group

11 February 1980

1500 - 7D32 HQS.

1. Approval of Minutes of 14 January 1980 meeting
2. Meet with the DDA
3. General Discussion of parking problems at
Chamber of Commerce
4. Discuss adding special color card to carpool board to
denote people on flex/compressed work schedules
who wish to carpool.